



# Travel Support Program Request Form

## SECTION: TO BE COMPLETED BY VENDOR

<b>INSTRUCTIONS:</b> 1. Complete all sections as applicable 2. Required fields are indicated with * 3. Type your responses. Illegible applications will be returned	<b>REIMBURSEMENT REQUIREMENTS:</b> 1. You must submit your receipts within 2 weeks after the event is completed. 2. Send all scanned receipts for the expenses you are claiming. 3. The program cannot reimburse small expenses (less than \$30 USD) 4. To receive sponsorship, you have to fulfill requirements listed on the TSP wiki page 5. We aim to provide a payment within40 days. <b>Please send invoices to:</b> <a href="mailto:ddemaio@opensuse.org">ddemaio@opensuse.org</a>
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The openSUSE Travel Support Program aims to support contributors representing openSUSE at events, conferences and hack-fests with their travel and hotel costs. The program pays up to 80% of the travel and/or hotel costs for contributors who could not afford going to these events otherwise.

Master Data will match Tax Form: please complete in it's entirety by typing information in all CAPS

Sec 1

Name:

Event

Date Event Starts:

y days to you pla

Sec 2

Street Name:

Street #

Street Name 2:

Postal Code:

City:

Country

STATE:

Sec 3

Telephone:

Fax:

### EFT BANKING INFORMATION (for payment remittance)

Sec 4

Bank Name:

Routing code:

Bank Address:

Bank Account #:

(provide complete physical address w/postal code & country information)

Bank Branch Code/Sort Code:

SWIFT:

Account Name:

IBAN:

BSB:

Currency:

### VENDOR CONTACT COMPLETING THE FORM

Name:

Signature:

Title:

Date:

Email:

By signing this form, I acknowledge that I am an authorized officer of the Vendor Company and I confirm all details provided are true and accurate.

Phone:

### INTERNAL ACCOUNTING USE ONLY

Vendor Name Verification (Not currently in ERP)

Entered By:

TIN Match Done by:

Date:

Notes:

Company code:

Master/Payee #:

(purchasing)

New/Update?

Extend Master/Payee to Co Code

# Internal Accounting Use Only

## Vendor Set-up/Maintenance Request

Company code:	Master/Payee #:	<input type="text"/>
New/Update?	Update:	
	Extend Master/Payee to Co Code	<input type="text"/>

***\*\*Please key information in all CAPS***

Name:	<input type="text"/>	Line 1 of W9
(Dba)	<input type="text"/>	Line 2 of W9
SEARCH TERM:	<input type="text"/>	search term2
	<input type="text"/>	put master v# if creating new payee

Street Name:	<input type="text"/>	<input type="text"/>	Street #
Postal Code:	<input type="text"/>	City:	<input type="text"/>
Country	<input type="text"/>	STATE:	<input type="text"/>

PO Box	<input type="text"/>
Postal Code	<input type="text"/> (for PO Boxes)

	Individual Pay?:
Telephone:	<input type="text"/>
	Payment Method:
Fax:	<input type="text"/>
	Net Terms:
Email:	<input type="text"/>
	1099 Reportable:
TIN or SS#:	<input type="text"/>
Comments:	<input type="text"/>

<b>BANKING INFORMATION</b>	
Routing #:	<input type="text"/>
Bank Account:	<input type="text"/>

Payment Terms		Company Code:		Request Reason:
NT00 - 0001	Check	YES	(01) Rents	New Master Vendor
NT10 - 0007	ACH	NO	(02) Royalty	
NT15 - 0036	Wire		(03) Other income/Prizes	
NT20 - 0038			(04) Fed Inc WH	
NT30 - 0002			(05) Medical	
NT45 - 0004			(07) Non-emp Comp	Update Payee
NT60 - 0041			(14) Legal	
NT90 - 0043				Bank Creation
Currency			1101 Attachmate Corporation	New Master & Payee
			1102 NetIQ Corporation	New Payee
			1103 Novell, Inc	Update Master
			1104 SUSE LLC	Update Payee
			1110 Novell Canada	Bank Creation
			1111 Novell Software (NSIL)	Update Bank
			1112 Novell Ireland RE (NIRE)	
			1113 Novell Holdings Inc (NHI)	
			1114 Novell Cayman (NCS)	
			1115 Novell Cayman (NCSI)	
ADP	Andorran Peseta --> (Old --> EUR)		1116 Novell Holdings (NHD)	
AED	United Arab Emirates Dirham		1117 Suse Linux Holdings (SLH)	
AFA	Afghani (Old)		4110 Attachmate Argentina	
AFN	Afghani		4111 Novell Brazil	
ALL	Albanian Lek		4112 Attachmate Mexico	
AMD	Armenian Dram		4950 CTP Brazil	
ANG	West Indian Guilder		4951 NetIQ Brasil	
AOA	Angolanische Kwanza		4952 Novell Peru	
AON	Angolan New Kwanza (Old)		4953 CTP Venezuela	
AOR	Angolan Kwanza Reajustado (Old)		4954 Novell Venezuela	
ARS	Argentine Peso			
ATS	Austrian Schilling (Old --> EUR)	3110 TAG Australia		
AUD	Australian Dollar	3111 Novell China		
AWG	Aruban Guilder	3112 TAG Hong Kong		
AZM	Azerbaijan Manat (Old)	3114 Novell Japan		
AZN	Azerbaijan Manat	3115 NetIQ Japan		
BAM	Bosnia and Herzegovina Convertible Mark	3116 Novell Korea		
BBD	Barbados Dollar	3117 Novell Malaysia		
BDT	Bangladesh Taka	3118 Novell New Zealand		
BEF	Belgian Franc (Old --> EUR)	3119 TAG Singapore		
BGN	Bulgarian Lev	3120 Novell Taiwan		
BHD	Bahraini Dinar	3950 Attachmate Australia		
BIF	Burundi Franc	3951 Attachmate Hong Kong		
BMD	Bermudan Dollar			
BND	Brunei Dollar	3113 Novell India (IDC)		
BOB	Boliviano	3952 Attachmate India		
BRL	Brazilian Real	3953 Novell India (IN)		
BSD	Bahaman Dollar			
BTN	Bhutan Ngultrum			
BWP	Botswana Pula			
BYB	Belorussian Ruble (Old)			
BYR	Belorussian Ruble			
BZD	Belize Dollar			
CAD	Canadian Dollar			
CDF	Congolese Franc			
CFP	French Franc (Pacific Islands)			
CHF	Swiss Franc			
CLP	Chilean Peso			
CLP4				
CNY	Chinese Renminbi			
COP	Colombian Peso			
CRC	Costa Rica Colon			
CSD	Serbian Dinar (Old)			
CUC	Peso Convertible			
CUP	Cuban Peso			
CVE	Cape Verde Escudo			
CYP	Cyprus Pound (Old --> EUR)			
CZK	Czech Koruna			
DEM	German Mark (Old --> EUR)			
DEM3	(Internal) German Mark (3 dec.places)			
DJF	Djibouti Franc			
DKK	Danish Krone			
DOP	Dominican Peso			
DZD	Algerian Dinar			
ECS	Ecuadorian Sucre (Old --> USD)			
EEK	Estonian Krone (Old --> EUR)			
EGP	Egyptian Pound			
ERN	Eritrean Nakfa			
ESP	Spanish Peseta (Old --> EUR)			
ETB	Ethiopian Birr			
EUR	European Euro			
EUR4	European Euro			
FIM	Finnish Markka (Old --> EUR)			
FJD	Fiji Dollar			
FKP	Falkland Pound			
FRF	French Franc (Old --> EUR)			
GBP	British Pound			
GEL	Georgian Lari			
GHC	Ghanaian Cedi (Old)			
GHS	Ghanian Cedi			
GIP	Gibraltar Pound			
GMD	Gambian Dalasi			
GNF	Guinean Franc			
GRD	Greek Drachma (Old --> EUR)			
GTQ	Guatemalan Quetzal			
GWP	Guinea Peso (Old --> SHP)			
GYD	Guyana Dollar			
HKD	Hong Kong Dollar			
HNL	Honduran Lempira			
HRK	Croatian Kuna			
HTG	Haitian Gourde			
HUF	Hungarian Forint			
IDR	Indonesian Rupiah			
IEP	Irish Punt (Old --> EUR)			
ILS	Israeli Sheckel			
INR	Indian Rupee			
IQD	Iraqi Dinar			
IRR	Iranian Rial			
ISK	Iceland Krona			
ITL	Italian Lira (Old --> EUR)			
JMD	Jamaican Dollar			
JOD	Jordanian Dinar			
JPY	Japanese Yen			
KES	Kenyan Shilling			
KGS	Kyrgyzstan Som			
KHR	Cambodian Riel			
KMF	Comoros Franc			
KPW	North Korean Won			
KRW	South Korean Won			
KWD	Kuwaiti Dinar			
KYD	Cayman Dollar			
KZT	Kazakstani Tenge			
LAK	Laotian Kip			
LBP	Lebanese Pound			
LKR	Sri Lankan Rupee			
LRD	Liberian Dollar			
LSL	Lesotho Loti			
LTL	Lithuanian Lita			
LUF	Luxembourg Franc (Old --> EUR)			
LVL	Latvian Lat			
LYD	Libyan Dinar			
MAD	Moroccan Dirham			
MDL	Moldavian Leu			
MGA	Madagascan Ariary			
MGF	Madagascan Franc (Old)			
MKD	Macedonian Denar			
MMK	Myanmar Kyat			
MNT	Mongolian Tugrik			
MOP	Macao Pataca			
MRO	Mauritanian Ouguiya			
MTL	Maltese Lira (Old --> EUR)			
MUR	Mauritian Rupee			
MVR	Maldiva Rufiyaa			
MWK	Malawi Kwacha			
MXN	Mexican Pesos			
MYR	Malaysian Ringgit			
MZM	Mozambique Metical (Old)			
MZN	Mozambique Metical			
NAD	Namibian Dollar			
NGN	Nigerian Naira			
NIO	Nicaraguan Cordoba Oro			
NLG	Dutch Guilder (Old --> EUR)			
NOK	Norwegian Krone			
NPR	Nepalese Rupee			
NZD	New Zealand Dollars			
NZD5	New Zealand Dollars			
OMR	Omani Rial			
PAB	Panamanian Balboa			
PEN	Peruvian New Sol			
PGK	Papua New Guinea Kina			
PHP	Philippine Peso			
PKR	Pakistani Rupee			
PLN	Polish Zloty (new)			
PTE	Portuguese Escudo (Old --> EUR)			
PYG	Paraguayan Guarani			
QAR	Qatar Rial			
RMB	Chinese Yuan Renminbi			
ROL	Romanian Leu (Old)			
RON	Romanian Leu			
RSD	Serbian Dinar			
RUB	Russian Ruble			
RWF	Rwandan Franc			
SAR	Saudi Riyal			
SBD	Solomon Islands Dollar			
SCR	Seychelles Rupee			
SDD	Sudanese Dinar (Old)			
SDG	Sudanese Pound			
SDP	Sudanese Pound (until 1992)			
SEK	Swedish Krona			
SGD	Singapore Dollar			
SHP	St.Helena Pound			
SIT	Slovenian Tolar (Old --> EUR)			
SKK	Slovakian Krona (Old --> EUR)			
SLL	Sierra Leone Leone			
SOS	Somalian Shilling			
SRD	Surinam Dollar			
SRG	Surinam Guilder (Old)			
STD	Sao Tome / Principe Dobra			
SVC	El Salvador Colon			
SYF	Syrian Pound			
SZL	Swaziland Lilangeni			
THB	Thailand Baht			
TJR	Tajikistani Ruble (Old)			
TJS	Tajikistani Somoni			
TMM	Turkmenistani Manat (Old)			
TMT	Turkmenistani Manat			
TND	Tunisian Dinar			
TOP	Tongan Pa'anga			
TPE	Timor Escudo --> USD			
TRL	Turkish Lira (Old)			
TRY	Turkish Lira			
TTD	Trinidad and Tobago Dollar			
TWD	New Taiwan Dollar			
TZS	Tanzanian Shilling			
UAH	Ukraine Hryvnia			
UF				
UGX	Ugandan Shilling			
USD	United States Dollar			
USDN	(Internal) United States Dollar (5 Dec.)			
UTM				
UYU	Uruguayan Peso			
UZS	Uzbekistan Som			
VEB	Venezuelan Bolivar (Old)			
VEF	Venezuelan Bolivar Fuerte			
VND	Vietnamese Dong			
VUV	Vanuatu Vatu			
WST	Samoan Tala			
XAF	Gabon CFA Franc BEAC			
XCD	East Caribbean Dollar			
XDS	St. Christopher Dollar --> XCD			
XEU	European Currency Unit (E.C.U.)			
XOF	Benin CFA Franc BCEAO			
XPF	CFP Franc			
YER	Yemeni Ryal			
YUM	New Yugoslavian Dinar (Old)			
ZAR	South African Rand			
ZMK	Zambian Kwacha			
ZRN	Zaire (Old)			
ZWD	Zimbabwean Dollar (Old)			
ZWL	Zimbabwean Dollar (New)			
ZWN	Zimbabwean Dollar (Old)			
ZWR	Zimbabwean Dollar (Old)			